

AIRCRAFT DISPATCHER

UNIT 1 - AIRCRAFT FLIGHT PLANNING

LESSON C - AIRCRAFT ORDERING PROCEDURES

STUDENT WORKBOOK

LESSON OBJECTIVES

1. Determine the type of form to be used when given a request for an aviation resource.
2. List five critical elements required to begin processing a Flight Request.
3. Determine the Resource Order(s) needed to process a tactical mission request.

NOTES

I. SCENARIO 1

A request is made for a point-to-point flight from Ely, Nevada, to Reno, Nevada, to drop off three BLM employees for training.

A. Determine the Type of Mission

Is the mission. . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

B. Select the Appropriate Aircraft

1. Information Sources

- Use the Flight Request as a guide
- Lowest price is NOT always the least expensive
- Aircraft Identification Guide, NFES 2393
- Aviation Management Directorate (AMD) Web site (www.oas.gov)
- Vendor

2. Factors to Consider When Hiring Aircraft

- Day/Night
- IFR/VFR (Instrument Flight Rules/Visual Flight Rules)
- Number of passengers—actual insured seats
- Cargo-cubes and pounds
- Distance/Aircraft Speed
- Runway/Elevation
- Temperature/Weather—obtain pilot input

3. Determine Source

- a. Local unit (contract or agency-owned)
- b. Adjoining units (contract or agency-owned)
- c. AMD Aircraft Rental Agreement (ARA)/Call-When-Needed (CWN)

C. Select the Ordering Process

1. Flight Request (Refer to pages 1C.43 and 1C.44)
2. Resource Order(s)
 - Aircraft
 - Helicopter
 - Overhead
 - Equipment

D. Complete a Flight Request

1. Supply the Cost-Account, Management Code(s)—Box 1
2. Select the Flight Type and Desired Aircraft
3. Identify the Mission Objective/Special Needs
4. Supply the Passenger/Cargo Information—Box 2
 - Name/Type of Cargo
 - Pounds/Cubic Feet

- Airport Information
 - Depart Airport
 - Destination Airport
 - Return To

5. Flight Itinerary—Box 3

- Depart From
- Arrive At/ETA

E. Aircraft Information

1. Select a Source/Vendor

- Local
 - ARA/Contract
 - Agency-owned
 - Exclusive-Use Contract

2. Consult the ARA/Contract “Source List”

F. Complete the Flight Request

- Aircraft Information
- Flight Itinerary
- Flight Following
- Method of Resource Tracking
- Administrative
- Review—corresponds with analysis on the back of the form

G. Hazard Analysis and Dispatch/Aviation Manager Checklist

1. Part I – Mission Flight Hazard Analysis
2. Part II – Dispatcher/Aviation Management Specialist Checklist
3. Part III – Approvals

II. SCENARIO 2

A flight is ordered to transport overhead from Redding, California, to Kalispell, Montana, for a fire assignment.

The date and time needed is today at 2200 MDT.

A. Determine the Type of Mission

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

B. Select the Appropriate Aircraft

1. Information Source

- Use the Flight Request as a guide
- Lowest price is NOT always the least expensive
- Aircraft Identification Guide
- AMD Web site (www.oas.gov)
- Vendor

2. Factors to Consider When Hiring Aircraft

- Day/Night
- IFR/VFR
- Number of passengers—actual insured seats
- Cargo-cubes and pounds
- Distance/Aircraft Speed
- Runway/Elevation
- Temperature/Weather

3. Determine Source

- a. Local unit (contract or agency-owned)
- b. Adjoining units (contract or agency-owned)
- c. ARA/CWN

C. Select the Ordering Process

1. Flight Request
2. Resource Order(s)
 - Aircraft
 - Helicopter
 - Overhead
 - Equipment

D. Complete a Flight Request

1. Supply the Cost-Account, Management Code(s)—Box 1
2. Select the Flight Type
3. Identify the Mission Objective/Special Needs
4. Supply the Passenger/Cargo Information—Box 2
 - Name/Type of Cargo
 - Pounds/Cubic Feet
 - Airport Information
 - Depart Airport
 - Destination Airport
 - Return To

5. Flight Itinerary—Box 3

- Depart From
- Arrive At/ETA

E. Aircraft Information

1. Select a Source/Vendor

- Local
 - ARA/Contract
 - Agency-owned
 - Exclusive-Use Contract

2. Consult the ARA/Contract “Source List”

F. Complete the Flight Request

- Aircraft Information
- Flight Itinerary
- Flight Following
- Method of Resource Tracking
- Administrative
- Review—corresponds with analysis on the back of the form

G. Hazard Analysis and Dispatch/Aviation Manager Checklist

1. Part I – Mission Flight Hazard Analysis
2. Part II – Dispatcher/Aviation Management Specialist Checklist
3. Part III – Approvals

III. SCENARIO 3

A Special-Use helicopter flight is being requested by the Lewistown Field Office, Montana BLM.

The State Director and the Secretary of the Interior will be flying the Lewis and Clark Trail along the Missouri River breaks.

A. Determine the Type of Mission

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

B. Special Mission Considerations—Senior Executive Service (SES)

- SES designations are given to individuals with ES-ratings—those above GS-15.

- The regular aircraft dispatcher should take the SES issues to the next dispatcher level.
- The aircraft dispatcher will still procure and flight follow the aircraft.

C. Determine Source

D. Select the Ordering Process

E. Complete a Flight Request

1. Airport Information

- Depart Airport
- Destination Airport
- Return To

2. Flight Itinerary—Box 3

- Depart From
- Arrive At/ETA

F. Aircraft Information

1. Select a Source/Vendor
 - Local
 - ARA/Contract
 - Agency-owned
 - Exclusive-Use Contract
2. Consult the ARA/Contract “Source List”

G. Complete the Flight Request

- Aircraft Information
- Flight Itinerary
- Flight Following
- Method of Resource Tracking
- Administrative
- Review—corresponds with analysis on the back of the form

H. Hazard Analysis and Dispatch/Aviation Manager Checklist

1. Part I – Mission Flight Hazard Analysis
2. Part II – Dispatcher/Aviation Management Specialist Checklist
3. Part III – Approvals

IV. SCENARIO 4

A Type-3 helicopter, with crew and bucket, is ordered for a fire on the Dechuttes National Forest for initial attack.

There are no helicopters available on the local unit.

A. Determine the Type of Mission

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

B. Determine the Source

1. Local unit (contract or agency-owned)
2. ARA/CWN
3. Order through dispatch channels

C. Select the Ordering Process

1. Flight Request
2. Resource Order(s)
 - Aircraft
 - Helicopter

- Overhead
- Equipment

D. Exclusive-Use Helicopters

Exclusive-Use helicopters include:

1. Helitack Crew—qualified to perform firefighting and helicopter support
2. Helitack Chase Truck
3. Vendor-provided fuel truck

All of the above are included in the “A” request number. Document the information under “Resource Assigned.”

V. SCENARIO 5

A Type-2 helicopter is needed for a fire on the Wasatch-Cache National Forest.

No helicopters are available on the local unit.

A. Determine the Type of Mission

Is the mission . . .

- Administrative
- Non-Administrative

- Tactical Fire
- Tactical Non-Fire

B. Determine the Source

1. Local unit
2. ARA/CWN
3. Order through dispatch channels

C. Call-When-Needed

1. Type 1 and Type 2 helicopters are available under national contract.
2. Must be ordered through normal dispatch channels to the National Interagency Coordination Center (NICC)

D. Call-When-Needed Helicopters Specifics

1. Does not include dedicated crew or support vehicle
2. Requires a “module” prior to incident assignment
 - Type 3—one helicopter manager plus two helicopter crew members
 - Type 2—one helicopter manager plus three helicopter crew members
 - Type 1—one helicopter manager

E. Select the Ordering Process

1. Flight Request
2. Resource Order(s)
 - Aircraft
 - Helicopter
 - Overhead
 - Equipment

F. Air Attack/Lead Plane/Aerial Supervision Modules

1. Aerial Supervision

Supervision and coordination over incidents involving multiple aircraft or a mix of fixed- or rotor-wing aircraft

2. Functions of Aerial Supervision

- “On-scene” traffic manager
- Safety observer for ground personnel
- Recommends aircraft needs
- Recommends Temporary Flight Restrictions (TFR)
- Develops and implements communications plan
- Makes tactical and logistical recommendations

3. Situations Requiring Aerial Supervision

- Congested airspace
- Multiple aircraft over incident
- Canadian or Modular Airborne Firefighting Systems (MAFFS)
- Adverse conditions (visibility, terrain, weather)

4. Positions that may perform aerial supervision

- Air Tactical Group Supervisor (ATGS)—the most qualified and most common
- Lead plane (LEAD)
- Airtanker Coordinator (ATCO)
- Helicopter Coordinator (HLCO)

VI. SCENARIO 6

AIRCRAFT ORDERING PROCEDURES

Two air attacks have been ordered for Nevada. One will be pre-positioned in Winnemucca; the other in Battle Mountain.

One air attack with ATGS is available in Minden. The other will require ordering an air attack platform and ATGS.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
 - Aircraft
 - Helicopter
 - Overhead
 - Equipment

Reasoning:

VII. SCENARIO 7

AIRCRAFT ORDERING PROCEDURES

An airtanker is being ordered for initial attack for a fire on the Shoshone National Forest in Wyoming.

The closest airtanker is located in West Yellowstone, Montana, and can be ordered direct due to an initial attack agreement between the units.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
 - Aircraft
 - Helicopter
 - Overhead
 - Equipment

Reasoning:

NOTES

VIII. SCENARIO 8

Lead Plane/Aerial Supervision Module

A. Lead Plane Operations

Use of an aircraft to make low-level passes through retardant drop areas to assess flight conditions, hazards, and to identify the target

- Works for the ATGS
- Authorized to fly below 500 feet AGL

B. Specific Duties

- Communicates with airtanker pilots
- Checks for aerial hazards
- Assigns specific tasks to individual airtankers
- May perform ATGS functions

- Coordinates with ATGS for safe separation of aircraft
- Pilot must be qualified as “Lead Plane Pilot”
- Requests for lead planes may be filled with an ASM1 and perform dual roles.

C. Situations Requiring a Lead Plane

- Dropping retardant in congested areas (e.g., airspace, urban interface, aerial hazards)
- Multiple airtankers (more than two)
- Canadian airtankers
- MAFFS

AIRCRAFT ORDERING PROCEDURES

SCENARIO 8

A lead plane is being ordered for a fire outside of Grand Junction, Colorado.

A lead plane is on duty at the Grand Junction Air Center.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
 - Aircraft
 - Helicopter
 - Overhead
 - Equipment

Reasoning:

NOTES

IX. SCENARIO 9

AIRCRAFT ORDERING PROCEDURES

An initial attack load of smokejumpers has been ordered for a new fire in Southern Idaho.

There is a load of eight available in Battle Mountain.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
 - Aircraft
 - Helicopter
 - Overhead
 - Equipment

Reasoning:

NOTES

X. SCENARIO 10

AIRCRAFT ORDERING PROCEDURES

A smokejumper booster order has been placed to cover Battle Mountain.

They are requesting an aircraft to deliver them and remain in Battle Mountain.

A. Determine the Type of Mission (circle one)

Is the mission . . .

- Administrative
- Non-Administrative
- Tactical Fire
- Tactical Non-Fire

Reasoning:

B. Select the Ordering Process (circle all that apply)

Should you use . . .

- Flight Request
- Resource Order(s)
 - Aircraft
 - Helicopter
 - Overhead
 - Equipment

Reasoning:

NOTES

XI. OTHER AIRCRAFT ORDERS

- A. Temporary Flight Restrictions
- B. FAA Towers
- C. Radio Frequencies
- D. Reconnaissance Aircraft
- E. Infrared Flights

NOTES

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

I. MISSION FLIGHT HAZARD ANALYSIS (Fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:			
<input type="checkbox"/> Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.) <input type="checkbox"/> Areas of high-density air traffic (airports); Commercial or other aircraft <input type="checkbox"/> Wires/transmission lines; wires along rivers or streams or across canyons <input type="checkbox"/> Weather factors: wind, thunderstorms, etc.	<input type="checkbox"/> Towers and bridges <input type="checkbox"/> Other aerial obstructions: <input type="checkbox"/> Pilot flight time/duty day limitations and daylight/darkness factors <div style="text-align: center;">SUNRISE _____</div> <div style="text-align: center;">SUNSET _____</div> <input type="checkbox"/> Limited flight following communications	<input type="checkbox"/> High elevations, temperatures, and weights: <div style="text-align: center;">MAX LANDING ELEV (MSL) _____</div> <div style="text-align: center;">MIN FLIGHT ALTITUDE AGL _____</div> <input type="checkbox"/> Transport of hazardous materials <input type="checkbox"/> Other _____	
II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST		III. APPROVALS	
<input type="checkbox"/> Pilot and aircraft carding checked with source list and vendor, carding meets requirements <input type="checkbox"/> OR, Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots <input type="checkbox"/> Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled <input type="checkbox"/> Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse) <input type="checkbox"/> All DOI passengers have received required aircraft safety training; <input type="checkbox"/> OR, Aviation manager will present detailed safety briefing prior to departure <input type="checkbox"/> Bureau Aircraft Chief-of-Party will be furnished with Chief-of-Party/Pilot checklist and is aware of its use		<input type="checkbox"/> Means of flight following and resource tracking requirements have been identified <input type="checkbox"/> Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained <input type="checkbox"/> Flight hazard maps have been supplied to Chief-of-Party for non-fire low-level missions <input type="checkbox"/> Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken <input type="checkbox"/> Chief-of-Party is aware of PPE requirements <input type="checkbox"/> Cost analysis has been completed and is attached <input type="checkbox"/> Other/Remarks:	
NOTE: Reference Handbook 9420 for approval(s) required. A. MISSION FLIGHT: Hazard Analysis Performed By: _____ <div style="text-align: center;">(Chief-of-Party Signature)</div> B. MISSION FLIGHTS: Hazard Analysis Reviewed By: _____ <div style="text-align: center;">(Dispatcher or Aviation Manager Signature Required)</div> C. If Non-Fire, One-Time (Non-Recurring), Special-Use Mission, Signature of Line Manager is Required **: _____ <div style="text-align: center;">(Line Manager Signature) (Date)</div> D. This Flight is Approved By: _____ <div style="text-align: center;">(Authorized Signature) (Date)</div>		**For recurring Special-Use Mission, signature is required on Special-Use Air Safety Plan, and not required here.	

AIRCRAFT FLIGHT REQUEST/FLIGHT SCHEDULE

CHANGE #:				6. AIRCRAFT INFORMATION FAA N#: N#6838CM			
1. INITIAL REQUEST INFORMATION				FLIGHT SCHEDULE #: WBC0028			
INITIAL DATE/TIME: 6/5/00		TO/FROM: Cin/Jamie		PHONE NUMBER: 775-289-1900		SEATS: 5	
COST-ACCOUNT/MANAGEMENT CODE(S): NV -040 -2810-HT				BILLEE CODE (OAS A/C only): 6090			
CHECK ONE: <input checked="" type="checkbox"/> Point-to-Point Flight () Mission Flight DESIRED A/C TYPE: () Helicopter <input checked="" type="checkbox"/> Airplane				MAKE/MODEL: C-340 # SEATS: 5			
MISSION OBJECTIVE/SPECIAL NEEDS: Transport personnel for training				COLOR: Blue/White			
				VENDOR: El Aero			
				PHONE #: 775-885-0105			
				PILOT(S): John Kelly			

2. PASSENGER/CARGO INFORMATION: INDICATE BY ASTERISK WHICH PASSENGER LISTED BELOW IS CHIEF-OF-PARTY.											
NAME/TYPE OF CARGO	LBS OR CU FT	PROJECT ORDER/REQUEST NO.	DEPT ARPT	DEST ARPT	RETURN TO	NAME/TYPE OF CARGO	LBS OR CU FT	PROJECT ORDER/REQUEST NO.	DEPT ARPT	DEST ARPT	RETURN TO
Rex Luttrell	175		ELY	RNO	ELY						
Bill Dunn	185		ELY	RNO	ELY						
Ron Taylor	305		ELY	RNO	ELY						

3. FLIGHT ITINERARY (For Mission-Type Flights, provide points of Departure/Arrival and attach Map With Detailed Flight Route and Known Hazards Indicated)													
DEPART WITH		DEPART FROM		ENROUTE		ARRIVE AT		DROP OFF		KEY POINTS		INFO RELATED	
Date	No. Pax	Lbs.	Airport/Place	ETD	ATD	ETE	Airport/Place	ETA	ATA	No. Pax	Lbs	Drop-Off Points, Refueling Stops, Flight Check-ins, Pickup Points	TO/FROM
6/5	0		RNO	0700		1+ 0	ELY	0800				Pick up 3 PAX	
6/5	3		ELY	0815		1+ 0	RNO	0915		3		D/O 3 PAX @ Jet West	

4. FLIGHT FOLLOWING <input checked="" type="checkbox"/> FAA IFR () Satellite () FAA VFR With Check-in Every _____ Minutes To () FAA or () Agency () Agency VFR With Check-in via radio Every _____ Minutes Frequency (ies): _____		5. METHOD OF RESOURCE TRACKING: (<input checked="" type="checkbox"/>) PHONE () RADIO (<input checked="" type="checkbox"/>) To Scheduling Dispatcher @ 800-633-6097 (PHONE NUMBER) (<input checked="" type="checkbox"/>) Prior to Takeoff () Each Stop Enroute <input checked="" type="checkbox"/> Arrival At Destination () To: _____ @ _____ (OTHER OFFICE) (PHONE NUMBER)	
7. ADMINISTRATIVE Type of Payment Document: <input checked="" type="checkbox"/> OAS-23 or () OAS-2 () FS 6500-122 OTHER: Route Document To: Cindy		8. REVIEW (if applicable) Hazard Analysis Performed: _____ Dispatch/Aviation Mgr Checklist: <input checked="" type="checkbox"/> Other: _____	
9. CLOSE-OUT CLOSED BY: 01C-20-ACDP-EP			

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

I. MISSION FLIGHT HAZARD ANALYSIS (fire flights exempt provided a pre-approved plan is in place). The following potential hazards in the area of operations have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight:		
<input type="checkbox"/> Military Training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc.) <input type="checkbox"/> Areas of high-density air traffic (airports); Commercial or other aircraft <input type="checkbox"/> Wires/transmission lines; wires along rivers or streams or across canyons <input type="checkbox"/> Weather factors: wind, thunderstorms, etc.	<input type="checkbox"/> Towers and bridges <input type="checkbox"/> Other aerial obstructions: <input type="checkbox"/> Pilot flight time/duty day limitations and daylight/darkness factors SUNRISE: _____ SUNSET: _____ <input type="checkbox"/> Limited flight following communications	<input type="checkbox"/> High elevations, temperatures, and weights: MAX LANDING ELEV (MSL): _____ MIN. FLIGHT ALTITUDE AGL: _____ <input type="checkbox"/> Transport of hazardous materials <input type="checkbox"/> Other: _____
II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST		
<input checked="" type="checkbox"/> Pilot and aircraft carding checked with source list and vendor; carding meets requirements; <input type="checkbox"/> OR, Necessary approvals have been obtained for use of uncarded cooperator, military, or other-government agency aircraft and pilots <input checked="" type="checkbox"/> Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled <input checked="" type="checkbox"/> Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse) <input type="checkbox"/> All DOI passengers have received required aircraft safety training: <input type="checkbox"/> OR, Aviation manager will present detailed safety briefing prior to departure; <input checked="" type="checkbox"/> Bureau Aircraft Chief-of-Party will be furnished with a Chief-of-Party/Pilot checklist and is aware of its use	<input checked="" type="checkbox"/> Means of flight following and resource tracking requirements have been identified <input type="checkbox"/> Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained <input type="checkbox"/> Flight hazard maps have been supplied to Chief-of-Party for nonfire low-level missions <input checked="" type="checkbox"/> Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken <input type="checkbox"/> Chief-of-Party is aware of PPE requirements. <input type="checkbox"/> Cost analysis has been completed and is attached <input type="checkbox"/> Other/Remarks:	
III. APPROVALS		
Note: Reference Handbook 9420 for approval(s) required.		
A. MISSION FLIGHT: HAZARD ANALYSIS PERFORMED BY: _____ <small>Chief-of-Party Signature</small>		
B. MISSION FLIGHT: HAZARD ANALYSIS REVIEWED BY: _____ <small>Dispatcher Or Aviation Manager Signature Required</small>		
C. IF NON-FIRE, ONE-TIME (NON-RECURRING), SPECIAL-USE MISSION, SIGNATURE OF LINE MANAGER IS REQUIRED **: _____ <small>DATE: _____</small>		
D. THIS FLIGHT IS APPROVED BY (Authorized Signature): <div style="text-align: center; margin-top: 10px;"> Cindy Savoie <small>DATE: 6/1/00</small> </div>		
<small>** For recurring Special-Use Missions, signature is required on Special-Use Air Safety Plan, and not required here.</small>		

01C-21-ACDP-EP

